

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION		DWR POSITION NUMBER		SAP POSITION NUMBER		MCR	
APPOINTEE		SAP PERSONNEL NO.		DIVISION/SECTION			
COLLECTIVE BARGAINING IDENTIFIER		Supervisory Related BU:		Confidential Related BU:		Rank and File BU:	
Management Related BU:							
RESPONSIBILITIES EXERCISED		IMMEDIATE SUPERVISOR (Print)		SUPERVISOR'S CLASSIFICATION			
Supervisory      Lead Person							
APPROVED BY (Personnel Analyst's Name)						DATE	
<i>Percent of Time</i>		<i>Activity</i>					
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>							
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE				DATE	
		➤					
EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>							
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE				DATE	
		➤					